*Louisiana Department of State Civil Service*

**ISIS HR**

**Quick Tips**

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## Ensuring Accurate Full Time Equivalency (FTE) Info in ISIS HR

*How do I ensure that the FTE information stored
in ISIS HR is accurate for my employees?*

La. RS 42:291 requires that the Department of State Civil Service produce a report on state employment that includes a count of employees and the total full time equivalency (FTE) that those employees represent. It is critical that the FTE for each employee be reported accurately. This information is obtained using ISIS HR for all ISIS paid and ISIS non-paid agencies.

It is the agency's responsibility to ensure that this data is reported accurately. FTE is stored as the "employment percent" on Infotype 0007 (Planned Working Time) and this value defaults to "capacity utilization level" on Infotype 0008 (Basic Pay). These values should always be the same and, in each case, represent what we have always termed as the employee's FTE percent.

Agency FTE information can be audited in ISIS HR using the ZX02: Mismatch Report and the ZP50: Basic Pay Information/Statistical Report. The ZX02 Report compares the employee group to the FTE on an employee's record to ensure consistency. If there is an inconsistency among these two records, an error of "EG=Part Time Hourly and FTE=100%" or "EG=Full Time Salary or Hourly and FTE not=100%" will be generated on the report.

The ZP50 Report can be used to identify any additional anomalies in FTEs that may not have been identified on the ZX02 Report. FTE is listed under the column titled "Util Lvl." This report will aid agencies in reviewing the FTE currently maintained for all employees in a personnel area.

For additional information, please see the ISIS HR Entry Guidelines on Reporting FTE. Additional information regarding the reports can be found on the ISIS HR Help Scripts for the ZX02: Mismatch Report and the ZP50: Basic Pay Information/Statistical Report.

Questions? Call the HRIS Program Consultant Supervisor at (225) 219-9449